



washington state department of
community, trade and economic development

Capital Facilities Planning Template

Growth Management Services

Providing jurisdictions with a tool to develop exceptional CFP documents.



Description

The Capital Facilities Planning (CFP) Template is a series of tools for local jurisdictions to use in developing capital facilities plans. Developed in Microsoft Excel, the Template is a series of worksheets. It is designed to guide CFP development from conceptual projects through the rating and ranking of the projects across programs to evaluating these capital projects in the context of the comprehensive plan. Built in the program is a formatted CFP document ready to be filled in with jurisdiction-specific information. In addition, there are tools to assist in presenting CFP information to planning commissions and elected officials, as well as a number of project management tools that can be used during project scoping and construction.

The key purpose of the CFP Template is to provide a tool for cities and counties to improve and streamline capital facilities planning. Some or all of the worksheets can be used to develop a CFP.

Background

The Local Government Infrastructure Study, authorized by the Washington State Legislature, suggested capital facilities programs use a standardized template to include projects, costs, funding information, and project phasing. The Washington State Department of Community, Trade and Economic Development (CTED) responded to this recommendation by identifying a tool used by the city of Olympia as the best available CFP tool to meet this legislative objective. The City of Olympia found they could use the template's CFP project decision matrix to better prioritize, rate, and rank their public work projects, reflecting their own local circumstances and needs.

A pilot project was offered by CTED to demonstrate the new capital facility planning software tool. It was carried out at the following sites: Port of Vancouver, USA and the cities of Walla Walla, Cashmere, and McCleary.

The pilot project participants found benefits to template use. The Port of Vancouver, USA, found they could develop longer-range capital project finance plans for multiyear capital improvements. The



For More Information

Wendy Compton-Ring, Senior Planner
Growth Management Services
360.725.3000

www.cted.wa.gov/growth

City of Cashmere praised the capital facility planning template because “it can provide more accurate project cost estimates for the city’s proposed capital investments”. The City of Walla Walla predicts “greater interdepartmental coordination between city departments now that the CFP template process has been put into effect in the city.” The City of McCleary anticipates many useful purposes, including better graphics to present to elected officials and an overall more understandable process.

What’s Next

Growth Management Services is providing outreach to a variety of audiences through a number of forums. Starting in 2005, GMS will begin its training and support program for the Template.